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**MANAGEMENT OF THE TEXTBOOK LOAN SCHEME  
IN A SECONDARY SCHOOL**

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**A Project Paper Submitted to the Faculty of Education,  
University of Malaya, in Partial Fulfilment  
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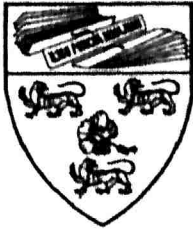
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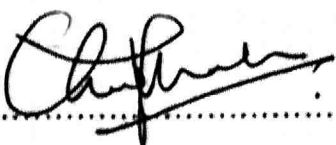
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## ABSTRACT

The purpose of this study was to examine the effectiveness of management of the Government-Aided Textbook Scheme (GATS) — the textbook loan scheme — and the effectiveness of usage of textbooks by students in learning and teachers in instruction in Sekolah Menengah (P) Sri Aman, Petaling Jaya. Other aspects include the management of GATS at the school level and the cost-benefit for the entire school.

At the school level, the management of GATS includes proper storage of textbooks, processing of applications according to the guidelines set by the Ministry of Education, and the effective usage of textbooks. The allocations, distribution and collection are the major procedures carried out by the teachers in-charge of GATS in the school every year.

This study found that the management of the textbook loan scheme in Sekolah Menengah (P) Sri Aman, Petaling Jaya, was orderly and effective. Books were well maintained and stored, acquisition and distribution of books were efficient. The approximate benefit-to-cost ratio

for the textbook loan of the school was 500 percent. This study also found high percentages of frequent usage of textbooks by the students in learning such as, 95.9% (308 students) used the textbooks as the main text, 94.7% (304) of them as a study subject, 90.4% (290 students) as the main reference, 86.9% (279 students) as exercise work and 81.9% (263 students) for revision. Thus, the usage of GATS textbooks by the students in learning is optimal, but could be further improved through better quality of books.

Besides that, GATS textbooks usage was always associated with the academic achievement of the students. In this study, findings revealed that GATS textbooks contributed effectively to the academic performance of the students, for example; for History and Mathematics, 89.4% (287 students) and 88.1% (283 students) respectively perceived that their academic achievement was associated with the frequent usage of textbooks provided.

The usage of GATS textbooks by the teachers in instruction was effective and satisfactory that is, 85.2% used for exercise work, 83.6% as main text, 80.4% lesson preparation and 77% as the main reference. However, a high percentage of 91.8% (56) of the teachers preferred the usage of revision books. Similarly, the students also recorded 94.7%

(304 students) of preference usage of revision books against the textbooks. This finding implies that the quality of GATS textbooks need to be assessed in certain aspect such as of content, illustration, language, terminology, presentation and publication.

## PENGURUSAN SKIM PINJAMAN BUKU TEKS (SPBT) DI SEBUAH SEKOLAH MENENGAH

### ABSTRAK

Tujuan kajian ini ialah menyelidiki keberkesanan pengurusan Skim Pinjaman Buku Teks (SPBT) dan keberkesanan penggunaan buku teks oleh pelajar dalam pembelajaran dan pengajaran guru di Sekolah Menengah (P) Sri Aman, Petaling Jaya. Aspek-aspek lain yang diteliti termasuk penggunaan SPBT pada peringkat sekolah dan pulangan kos untuk keseluruhan sekolah yang dikaji.

Pada peringkat sekolah, pengurusan SPBT meliputi penyimpanan stok yang teratur dan pemprosesan permohonan pelajar yang mengikut garis panduan yang ditetapkan oleh Kementerian Pendidikan dan keberkesanan penggunaan buku teks. Setiap tahun, pengagihan dan pengumpulan buku teks adalah prosedur yang dilakukan oleh guru SPBT di sekolah.

Kajian ini membuktikan bahawa pengurusan SPBT di Sekolah Menengah (P) Sri Aman, Petaling Jaya adalah tersusun dan efektif. Di

samping itu, pengurusan dan penyimpanan buku-buku teks adalah baik serta perolehan dan pengagihan buku adalah cekap. Di sekolah ini juga, anggaran nisbah pulangan kos untuk SPBT ialah 500 peratus.

Kajian ini juga membuktikan bahawa penggunaan buku teks SPBT oleh para pelajar dalam proses pembelajaran adalah mengalakkan tetapi boleh dipertingkatkan penggunaannya melalui penghasilan buku teks yang berkualiti. Peratusan yang tinggi tercatat dalam kekerapan penggunaan buku teks oleh para pelajar ialah 95.9% dalam penggunaan buku teks sebagai teks utama, 94.7% untuk mempelajari sesuatu matapelajaran, 90.4% sebagai rujukan utama, 86.9% untuk kerja-kerja latihan dan 81.9% untuk ulangkaji.

Selain itu, penggunaan buku teks SPBT senantiasia dihubungkan dengan pencapaian akademik para pelajar. Dalam kajian ini, dapatan memaparkan sumbangan penggunaan buku teks SPBT terhadap pencapaian akademik pelajar adalah efektif, khususnya 89.4% untuk Sejarah dan 88.1% untuk Matematik dalam kekerapan penggunaan buku teks berhubungkait dengan pencapaian akademik.

Penggunaan buku teks SPBT oleh para guru dalam pengajaran adalah pada tahap sederhana dan berkesan. Penggunaan buku teks SPBT oleh guru untuk kerja-kerja latihan ialah 85.2%, sebagai teks utama



ialah 83.6%, untuk persediaan pengajaran 80.4% dan sebagai rujukan utama ialah 77%. Akan tetapi, satu dapatan peratusan yang tinggi sebanyak 91.8% yang menunjukkan guru lebih suka menggunakan buku revisi/ulangkaji daripada buku-buku teks yang dibekalkan.

Kekerapan penggunaan buku revisi/ulangkaji oleh para pelajar juga mencatatkan peratusan tinggi, 94.7% iaitu pelajar yang lebih suka menggunakannya daripada buku-buku teks. Dapatan ini memberi gambaran bahawa kualiti buku-buku teks SPBT perlu dinilai dalam beberapa aspek seperti isi kandungannya, ilustrasi, bahasa, terminologi dan penerbitannya.

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